

GUIDELINE OF THESIS SUBMISSION FOR EXAMINATION

Please read and follow the steps for the thesis submission below:

- (1) The candidate can only submit the thesis upon receiving the “**Approval of Thesis Title**” from IPS.
- (2) The candidate needs to send the final draft thesis (following the template and guidelines provided by IPS) to the supervisors for review and check.
- (3) Notify the IPS of the thesis submission after **Step (2)** is completed.
- (4) IPS provides a shared folder for the candidate to upload the required document. The checklist of the documents required are as follows:

No.	Documents
1.	Full Thesis in PDF Format – Kindly rename the thesis as (STUDENT NAME_ID_FACULTY)
2.	Complete the Thesis Submission Form . Any incomplete documents will not be accepted. <ul style="list-style-type: none"> • Part I & II: To be completed by the candidate. • Part III: Obtain the verification from Supervisors and endorsement from the Faculty's Dean. • Part IV: Obtain the endorsement from the Finance Division. • Part V: Obtain the endorsement from the Library Division.
3.	Payment Proof
4.	Similarity Index Form in PDF Format.
5.	Publication Verification Form in PDF Format. <ul style="list-style-type: none"> • Attach the “Publication Verification Form” for each accepted/published publication, if any. Otherwise, please attach a copy of your publication with the <i>proof of indexing</i>*. <p><i>Note: Kindly refer to the “One Stop Student Portal” on the IPS official Website (https://ips.mmu.edu.my/downloads/one-stop-student-portal/)</i></p>
6.	Chapter by chapter in PDF format.
7.	Turnitin Results of each chapter in PDF format.
8.	Letter of Approval of Thesis Title .

- (5) After completion of **Step (4)**, the candidate should notify IPS to initiate the checking process.
- (6) Once receives confirmation from the IPS, the candidate should proceed with the submission of **three (3) comb-binding** copies to the IPS office.

***Proof of Indexing:**

The proof of indexed publication can be obtained from:

1. **Scimago Journal & Country Rank:** <https://www.scimagojr.com/index.php>
2. **SCOPUS Book Title List:** <https://www.scopus.com/home.uri>
3. **Web of Science:** <https://mjl.clarivate.com/search-results>
4. **CORE Conference Ranking List:** <https://www.core.edu.au/>

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